

Certification of Personal Time and Attendance (T&A) by Senior DOE Officials
Automated Time and Attendance Production System (ATAAPS)

Purpose: This guidance is provided to establish a process that will enable the senior Department of Energy (DOE) officials to continue to certify their own T&A in the new ATAAPS environment.

Background: Under the DOE policy and practice, the Heads of Departmental Elements and the Administrator of NNSA, are currently certifying their own personal T&A. With the implementation of ATAAPS, electronic certification can only be accomplished by a designated certifying officer that is someone other than himself or herself. To work around this limitation for the senior DOE officials that have the T&A self-certification authority, a procedure has been established to allow the senior official to continue to perform self-certification by signing a pre-printed ATAAPS Labor Summary Report that is passed onto either the primary or alternate certifying official who will electronically certify the senior official's T&A in ATAAPS.

Environment and Process Workflow:

1. Prior to the implementation of the ATAAPS, the DOE implementation task groups established Payroll Teams/Rosters (formerly referred to as Payroll Blocks) that respectively include the names of the senior DOE officials and other employees of each Pay Team.
2. When ATAAPS is officially implemented and activated, the timekeepers will regularly update the ATAAPS for the senior DOE officials' and other employees' absences away from the office, or overtime or compensatory time earned. At the end of each pay period, the timekeeper prints out and provides to the senior DOE official a Labor Summary Report that reflects his/her T&A.
3. After validating the accuracy of the Labor Summary Report, the senior DOE official signs the report and forwards it to the designated primary or alternate certifying official.
4. The primary or alternate certifying official performs the following:
 - a) logs onto ESS
 - b) clicks link to ATAAPS
 - c) views the senior DOE official's T&A via the Employee Certification – Labor Detail screen,
 - d) compares the T&A data on the screen to the signed individual Labor Summary Report,
 - e) electronically certifies the senior DOE official's T&A, and
 - f) provides the signed Labor Summary Report to the timekeeper for filing and retention.

If there are questions on this particular guidance, please contact the Payroll Customer Service Help Line on 301-903-4433 or payrollcsrhelpdesk@hq.doe.gov

